



THE UNIVERSITY OF WINNIPEG

Self-Insurance Claim Form

Claimant Information:

Department _____
Contact Name _____
Contact Title _____
Contact Phone # _____ Contact email _____

Description of Loss:

Brief Description of Item Lost or Stolen _____

Asset ID Number _____ Serial Number _____

Date of Original Purchase _____

Brief Description of Damage to be Repaired _____

Brief Description of why this item should be repaired or replaced _____

Was Confidential / Sensitive / Personal information compromised in this incident? If so, ensure that notification is provided IMMEDIATELY to the Information and Privacy Officer, Office of the General Counsel.

Was the Item Lost or Damaged owned by the University? **Yes / No / Unknown**

Was the Item Lost or Damaged paid for by a Research Grant? **Yes / No / Unknown**

What is the estimated Cost to replace the item? \$ _____

Include estimate, Purchase Order, receipts, etc... if available

Description of Incident Causing Loss:

Date Loss Incurred _____

Was a report filed with Security Services? **Yes / No**

Security Services Incident Number _____

If yes, attach copy of report to this claim

Was a Police Report Filed? **Yes / No**

Police Report Number _____

If yes, attach copy of report to this claim

Has physical plant been contacted to repair any immediate damage?

Brief Description of events surrounding / Causing Loss or Damage _____

Brief Description of how the item was Safeguarded Against Theft or Damage _____

Claimant Signature _____ Date _____
<u>For Risk Management/Finance Department Use Only</u>
Claim Number _____
Claim Approved? _____ Yes / No
Value Approved: _____
Explanation _____ _____ _____ _____
Authorized Signature _____

Procedure

Upon discovery of the loss, The Department requesting the repair or replacement should:

1. Take action to minimize the loss immediately (i.e. contacting Physical Plant to fix a leak or secure the premises, move any salvageable assets to a safe, secure location, etc... if appropriate)
2. Contact Security Services and file a report (Fire, theft, vandalism, mysterious disappearance)
3. Identify the cost of the repair or replacement required,
4. Complete a Self-Insurance Claim Form, and
5. Submit the form to the Insurance and Risk Management department

The Insurance and Risk Management department will evaluate the form in compliance with the University's *Self-Insurance Policy* and inform The Department whether the claim and its requested value has been approved in whole or partly or denied in a timely manner.

If the claim is approved, The Department should arrange for the purchase of the goods and/or services required, and provide the Purchase Order or Invoice to the Insurance and Risk Management department for approval, prior to its submission to Purchasing or Accounts Payable.